

**WILLIAMSBURG PLANNING COMMISSION
MINUTES
Wednesday, February 18, 2004**

The regular monthly meeting of the Williamsburg Planning Commission was held on Wednesday, February 18, 2004, at 3:30 p.m. in the Council Chambers at the Stryker Building.

CALL TO ORDER and ATTENDANCE

Chairman Freiling called the meeting to order. Present in addition to Mr. Freiling were Commissioners Hertzler, Young, Friend, McBeth, Smith, and Pons. Also present were Planning Director Nester, City Attorney Phillips, Zoning Administrator Murphy and Secretary Scott.

MINUTES

Mr. Pons moved that the minutes of the work sessions on January 12, 27 and February 9 and the regular meeting on January 14 be approved as submitted. The motion was seconded by Mrs. McBeth and carried by roll call vote of 7-0.

CONSENT AGENDA

Mr. Young moved that the item on the consent agenda, **SPR #04-002:** Williamsburg Presbyterian Church, 215 Richmond Road – new sanctuary, be approved contingent upon the following being obtained prior to the issuance of any land disturbing or building permits for the project:

1. Recordation of a plat extinguishing the interior lot lines.
2. A drainage easement from the College allowing a portion of the storm drainage system to be located on College property.
3. A temporary construction easement from the College allowing construction activities on their property.
4. A bmp maintenance agreement being submitted, approved and recorded.
5. An easement for the meter vault.
6. Resolve minor engineering details.

Mr. Pons seconded the motion which carried by roll call vote of 7-0.

Recorded vote on the motion:

Aye:	Young, Freiling, Hertzler, Friend, McBeth, Pons, Smith
No:	None
Absent:	None

PUBLIC HEARINGS

There were no public hearings this month.

OPEN FORUM

Chairman Freiling opened the Open Forum portion of the meeting encouraging comments from the audience on any topic.

Robert Bond, 416 Suri Drive, asked that the Commission accelerate installation of the sidewalks along the east side of Capitol Landing Road from Merrimac Trail to Parkway Drive. He said there are currently 79-80 units, about 160 people, in the Brandywyne subdivision, and these residents along with tourists, and young people from the International Housing Village, create a safety hazard when they zig-zag across the streets. Mr. Bond would like the Commission to consider the installation of sidewalks as soon as possible in order to avoid an accident and a potentially severe international incident if one of the young people from the Village is struck.

There being no additional comment the Open Forum portion of the meeting was closed.

SITE PLANS AND SUBDIVISIONS

SPR #04-002 was approved with contingencies under the consent agenda.

SPR #04-003: **CWF/Williamsburg Lodge, 310 South England Street – Phase I Improvements (demolish Tazewell Club building, construct two 32-room Guest Houses). The Commission approved the site plan with contingencies by a vote of 6-0-1.**

Mrs. Murphy reviewed the memorandum dated February 13, 2004 and noted that the Site Plan Review Committee recommended approval of the plan at their January 21 meeting, and the Architectural Review Board approved the plan at their January 27 meeting.

Tory Gussman, Colonial Williamsburg representative, thanked the Commission and planning staff for their assistance with the plans for the first phase of the renovations. Mrs. Gussman added that the Foundation is anxious to begin work on the houses this spring.

Commissioner Pons stated that, as the Commission's representative on the ARB, he's had the opportunity to review the plans and looks forward to the addition.

Mr. Young moved that the plans for the Williamsburg Lodge – Phase I Renovations, be approved contingent upon an easement plat and agreement being submitted, approved

and recorded for the water meter prior to the issuance of a certificate of occupancy. Mr. Pons seconded the motion which carried by roll call vote of 6-0-1.

Recorded vote on the motion:

Aye:	Young, Hertzler, Friend, McBeth, Pons, Smith
No:	None
Abstain:	Freiling
Absent:	None

OLD BUSINESS

Five-Year Capital Improvement Program (FY05 to FY09)

Mrs. McBeth moved that the Commission approve and submit the letter to City Manager Jack Tuttle drafted by Mr. Nester regarding the CIP. Mr. Hertzler seconded the motion which carried by roll call vote of 7-0.

Recorded vote on the motion:

Aye:	Young, Freiling, Hertzler, Friend, McBeth, Pons, Smith
No:	None
Absent:	None

Planning Commission Bylaws

Mr. Nester stated that a draft of an amendment to Article XI of the Bylaws pertaining to limiting speaking time at public hearings, will be presented to the Commission at the March meeting. At the last Commission meeting it was decided to place limits as follows: ten minutes for the applicant, five minutes for all others, and at the Chairman's discretion, representatives of groups and/or organizations will be granted additional time after other speakers have had the opportunity to speak.

OPEN FORUM

Chairman Freiling reopened the Open Forum portion of the meeting at the request of Ginger Crapse, 804 Jamestown Road, who was late arriving to the meeting. Mrs. Crapse said she is concerned about environmental issues in conjunction with Colonial Williamsburg's renovation of the Lodge. She noted chlorinated water leaking from the pools at the Tazewell Club as well as unknown locations of wiring and plumbing. Mrs. Crapse suggested the horse is being put before the cart and that Colonial Williamsburg would be well to take a step backward and check into the above-noted issues prior to bulldozing the area.

The Open Forum was closed.

NEW BUSINESS - none

OTHER

Carolyn Murphy Excellence in Service Award

Chairman Freiling congratulated Mrs. Murphy upon her receipt of the City's Excellence in Service award. As a member of the Planning Commission and former member of the Architectural Review Board, he endorsed her as being most deserving for the excellence award.

Capital Improvement Program Comments

Chairman Freiling distributed copies to the Commission of the letter he submitted to City Council at their recent meeting on February 12, regarding the Comprehensive Plan review and update process. He said he would like the Commission to review the letter and voice their objection if they find any conflicts since his comments were written without benefit of prior review by Commission members. After review Commission members said they have no conflicts.

Planning Commission Work Session #4

Mr. Nester announced that Planning Commission's next work session is scheduled for February 23 at 3:30 in the conference room on the third floor of the Municipal Building. There will be Open Forums both at the beginning and toward the end of the Session. This fourth work session will feature Mr. Nester's presentation of the history of the Comprehensive Plan in Williamsburg.

INFORMATION ITEMS

Report from City Council
Planning Department Monthly Report
Monthly Financial Statement

PUBLIC HEARINGS SCHEDULED FOR MARCH 17, 2004 – None

The meeting adjourned at 3:55 p.m.

Paul Freiling, Chairman
Williamsburg Planning Commission